

First Responder: _____

Trained Observer: _____ Date: _____

PURPOSE: This checklist has been developed to assist First Responders in the proper donning and doffing of Personal Protective Equipment (PPE), and securing on-scene used PPE.

HOW TO USE: This document should be used by Trained Observers and First Responders in conjunction with:

- The instructional *First Responder Ebola Briefing + PPE PowerPoint* published November 13, 2014.
- CDC training videos for donning and doffing PPE (www.cdc.gov/vhf/ebola/hcp/ppe-training/).
- CDC Interim Guidance for Emergency Medical Services (EMS) Systems and 9-1-1 Public Safety Answering Points (PSAPs) for Management of Patients with Known or Suspected Ebola Virus Disease in the United States – October 28, 2014. (www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-patients-known-suspected-united-states.html).
- CDC Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing) – October 20, 2014. (www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html).

IMPORTANT NOTES:

- Donning and doffing procedures are **different**, depending on the **type** of PPE selected.
- A **Trained Observer** to verify and **document** successful compliance with the protocol is **required** for proper PPE donning and doffing.

Prior to donning, designate a Work Zone for doffing. Work Zone should allow a **clear separation** between **clean** and **potentially contaminated** areas and should be located as **close** to the **Hot Zone** as **safely feasible**.

<input type="checkbox"/>	Step 1. Engage Trained Observer	<input type="checkbox"/> Using a written checklist and verbal commands , the donning process is conducted under the guidance and supervision of a Trained Observer . <input type="checkbox"/> Trained Observer confirms visually and documents that all PPE is serviceable and has been donned successfully, ensuring and verifying the integrity of the ensemble. <input type="checkbox"/> OUTCOME: NO exposed skin or hair should be visible at the conclusion of the donning process.
<input type="checkbox"/>	Step 2. Remove Personal Clothing and Items	<input type="checkbox"/> In a clean area, change into surgical scrubs (or disposable garments) and dedicated washable (plastic or rubber) footwear with closed toe and heels, and no holes. <input type="checkbox"/> Remove personal items (e.g., jewelry, watches, cell phones, pagers, pens).
<input type="checkbox"/>	Step 3. Inspect PPE Prior to Donning	<input type="checkbox"/> Visually inspect: <ul style="list-style-type: none"> — PPE ensemble to ensure it is in serviceable condition. — All required PPE and supplies are available. — Sizes selected are correct. <input type="checkbox"/> Trained Observer reviews the donning sequence before <i>beginning</i> the donning process, reading aloud in a step-by-step fashion.
<input type="checkbox"/>	Step 4. Perform Hand Hygiene	<input type="checkbox"/> Perform hand hygiene with alcohol-based hand rub (ABHR). Allow hands to dry before next step.
<input type="checkbox"/>	Step 5. Put on Inner Gloves	<input type="checkbox"/> Put on first pair of gloves . Cuffs should extend as far up the arms as possible.
<input type="checkbox"/>	Step 6. Put on Boot or Shoe Covers	<input type="checkbox"/> Boot covers should extend to mid-calf . <input type="checkbox"/> Shoe covers are acceptable ONLY if used with a coverall with integrated socks .
<input type="checkbox"/>	Step 7. Put on Coverall	<input type="checkbox"/> Ensure coverall: <ul style="list-style-type: none"> — Is large enough for unrestricted freedom of movement. — Cuffs of inner gloves are tucked under the sleeve of the coverall. <input type="checkbox"/> If tape is needed to secure sleeves over inner gloves, use buddy tabs to facilitate later removal.
<input type="checkbox"/>	Step 8. Put on N95 Respirator	<input type="checkbox"/> For a secure fit ensure: <ul style="list-style-type: none"> — Top tie or elastic band is over the head and above the ears. — Bottom tie or elastic band goes along the back of the neck under the ears. <input type="checkbox"/> Complete a user seal check . Adjust mask so that it fits securely to the nose bridge and face .
<input type="checkbox"/>	Step 9. Put on Hood	<input type="checkbox"/> Hood goes over the N95 respirator. <input type="checkbox"/> Hood MUST fully cover all hair, neck and ears and extend past the neck to the shoulders .
<input type="checkbox"/>	Step 10. Put on Outer Apron (if used)	<input type="checkbox"/> Put on full-body outer apron to provide additional protection to the front of the body. Apron should extend to mid-calf .
<input type="checkbox"/>	Step 11. Put on Outer Gloves	<input type="checkbox"/> Put on second pair of gloves (with extended cuffs). Ensure cuffs are pulled over coverall sleeves, extending as far up arms as possible. <ul style="list-style-type: none"> — Using different color gloves when double gloving makes it easier to see contamination, cuts or tears.
<input type="checkbox"/>	Step 12. Put on Face Shield	<input type="checkbox"/> Ensure face shield is a full face shield ; place over the N95 respirator AND the hood . <input type="checkbox"/> This process provides additional protection to the front and sides of the face, skin and eyes .
<input type="checkbox"/>	Step 13. Verify	<input type="checkbox"/> Trained Observer verifies: <ul style="list-style-type: none"> — Donning process is complete and the integrity of the ensemble. — First Responder is comfortable and able to extend arms, bend at the waist, and go through a range of motions to ensure sufficient range of movement while all areas of the body remain covered.
<input type="checkbox"/>	Step 14. Disinfect Outer Gloves	<input type="checkbox"/> Disinfect outer-gloved hands with ABHR . Allow to dry prior to patient contact.

CDC-recommended PPE

1.

TWO PAIRS OF SINGLE-USE (DISPOSABLE) NITRILE EXAM GLOVES
(At a minimum, outer gloves should have extended cuffs.)

2.

COVERALLS (WITH OR WITHOUT INTEGRATED SOCKS) AND APRON AND BOOT OR SHOE COVERS (SHOE COVERS ACCEPTABLE ONLY IF COVERALLS HAVE INTEGRATED SOCKS)
(All should be single-use (disposable) fluid-resistant or impermeable.)

3.

PAPR (WITH FULL FACE SHIELD, HELMET OR HEADPIECE) AND SINGLE-USE (DISPOSABLE) HOOD (IF PAPR IS REUSABLE) OR N95 RESPIRATOR AND SINGLE-USE (DISPOSABLE) HOOD AND SINGLE-USE FACE SHIELD
(Fully cover front and sides of face.)

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OUTCOME of SUCCESSFUL DONNING PROCESS: NO exposed skin or hair.